

**CONNECTICUT STATE COLLEGES AND UNIVERSITIES  
AFFIRMATIVE ACTION PLAN  
ANNUAL REPORT TO THE PRESIDENT**

Reporting Period:  
March 1, 2018 – February 29, 2020

**Overall Status of the Affirmative Action/Equal Employment Opportunity Program**

The Connecticut State Colleges and Universities (CSCU) remains committed to a policy of affirmative action, equal employment opportunity, diversity, inclusion, and equity in the workplace. The Affirmative Action Plan covers the reporting period March 1, 2018 through February 29, 2020 and details our efforts, goals, responsibilities and establishes our new hiring, promotional and programmatic goals for 2020-2022.

Copies of the Affirmative Action Plan are available in the Human Resources Office and the President's Office. As a public document, the Plan is available for review by employees, and the general public throughout the entire reporting period that runs from March 1, 2018 through February 29, 2020. The respective unions were encouraged to review the last AA Plan and direct any comments in writing to the Manager of Diversity and Inclusion. During the past reporting period, no comments were received.

During the past reporting period, there were thirty-five (35) hires that met ten (10) goals, or 28.5% goal achievement. There were eighteen (18) goals set in the last AAP and ten (10) goals were met or 55.6% goal achievement. There were two (2) promotions: 1 WM and 1WF – From Technical Paraprofessional to occurred that resulted in no promotional goal achievement.

CSCU is committed to ensuring that the workforce is in parity with the relevant labor market area, demonstrating good faith efforts to achieving hiring, promotion and program goals, and addressing all deficiencies, omissions and errors as noted by the Commission on Human Rights and Opportunities (CHRO).

The chart attached shows the Previous Goals that were established in the last reporting period and the hiring activity. The last column indicates the hiring goals that were achieved.

**Connecticut State Colleges and Universities (CSCU)  
Affirmative Action Plan  
Hiring Activity and Goal Achievement  
For March 1, 2018 through February 29, 2020**

<u>Occupational Category</u>	<b>Goals</b>	<b>Hires/New Employees</b>	<b>%</b>
<b>Executive/Administrative/Managerial</b>	<b>1 WF 1 BM</b>	7 WM 2 WF 1 BM	<b>100% 1 WF 1 BM</b>
<b>Professional</b>	<b>6 WF 2 HM 1 HF 2 OM</b>	7 WM 10 WF 2 BM 1 HF	<b>63.6% 6 WF 1 HF</b>
<b>Secretarial Clerical</b>	<b>1 WM 1 HF 1 OF</b>	<b>0</b>	<b>0%</b>
<b>Technical Paraprofessional</b>	<b>1 WM 1 BF</b>	2 WM 2 WF 1 OM	<b>50% 1 WM</b>
<b>TOTAL</b>	<b>Goals Set = 18</b>	<b>Total Hires =35</b>	<b>Goals Met = 10 55.6%</b>

**SUMMARY OF OBJECTIVES**

The following hiring and promotion goals have been set for the period March 1, 2020 – February 29, 2022 in accordance with Regulations of Connecticut State Agencies Section 46a-68-85.

**Connecticut State Colleges and Universities (CSCU)  
Affirmative Action Plan**

**Hiring Goals  
For March 1, 2020 through February 29, 2022**

<b>Executive/Administrative/Managerial</b>	3 WF, 1 HM, 1 HF
<b>Professional</b>	2 WF, 3 HM, 2 HF, 2 OM
<b>Secretarial Clerical</b>	1 WM, 1 BM, 1 HF
<b>Technical Paraprofessional</b>	1 BF

**Promotional Goals  
For March 1, 2020 through February 29, 2022**

<b>Executive/Administrative/Managerial</b>	None
<b>Professional</b>	None
<b>Secretarial Clerical</b>	None
<b>Technical Paraprofessional</b>	None

**Connecticut State Colleges and Universities (CSCU)  
Affirmative Action,  
Equal Employment Opportunity, Diversity and Equity Responsibilities**

With numerous changes within the Executive/Leadership Team, this Annual Report presents the perfect opportunity to affirm the fact that diversity enhances the workplace and is valuable for staff at the System Office to reflect the diversity within the Connecticut State Colleges and Universities (CSCU).

The CSCU Hiring Procedures have been put in place to ensure diversity will be taken into account when filling future positions at the CSCU System Office. These procedures will also assure CSCU will be in compliance with the CT Commission on Human Rights and Opportunities (CHRO), Equal Employment Opportunity Commission (EEOC) and the Office of Civil Rights (OCR) mandatory requirements and related laws, statutes and regulations.

The Connecticut State Colleges and Universities (CSCU) has a responsibility for compliance with affirmative action, equal employment opportunity, diversity, inclusion and equity, Americans with Disabilities Act (ADA) and Title IX mandates and to set an example for the entire CSCU system to embrace these initiatives.

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**Affirmative Action Plan (AAP) Requirements**

The CT Affirmative Action Regulations require that the ultimate responsibility for promoting and enforcing affirmative action rests with the Appointing Authority or Agency Head.

The Connecticut State Colleges and Universities (CSCU) is required to file an Affirmative Action Plan for the current reporting period that covers the timeframe covering March 1, 2018 through February 29, 2020. CHRO reviews the AAP by the Regulations “Standard of Review” and by enforcing affirmative action and equal employment opportunity compliance.

The AAP has eighteen (16) narrative and statistical elements that analyze different parts of the employment process at each stage of the hiring & selection process. Some parts of the AAP required by CT Regulations include:

- Analyzing all personnel activity including all hiring, promotions, upward mobility opportunities and separations in the workforce;
- Reviewing the employment process to identify barriers to affirmative action, equal employment opportunity, diversity, inclusion and equity;
- Tracking all applicants through the entire employment process to identify the step at which they are no longer considered for the position;
- Setting hiring and promotional goals by comparing the BOR workforce with similar job categories in the available census, labor, educational and other sources of data;
- The most critical part of the AA Plan is the Goals Analysis narrative section. The CT CHRO Regulations require this section to be complete and detailed about every applicant that applies for every position during the reporting period. This section is difficult to develop and requires that each search committee is responsible for providing documentation and detailed reasons for selection or non-selection of every applicant.
- The standard that agencies must show “good-faith efforts” when hiring non-goal candidates. Good faith efforts definition means the degree, care and diligence which a reasonable person would exercise in the performance of legal duties and obligations at a minimum it includes all those efforts reasonably to achieve the full and fair compliance. It includes efforts toward full statutory and regulation requirements.

## **Personnel Activity during the Reporting Period -3/1/18 – 2/29/20:**

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### **HIRES:**

<b><u>EEO Category</u></b>	<b><u>Race/Sex</u></b>	<b><u>Title</u></b>
Executive	WF	VP of Purchasing
Executive	WM	Chief Financial Officer
Executive	WF	VP of Enrollment Mgmt
Executive	BM	Regional President
Executive	WM	Regional President
Executive	WM	Regional President
Executive	WM	Assoc. VP for Academic Affairs
Executive	WM	Assoc. VP for Academic Affairs
Executive	WM	VP of Human Resources
Executive	WM	Assoc. VP Student Success and Academic Initiatives
Professional	WF	Director of Finance and Accounting
Professional	WM	ECM Senior Systems Admin
Professional	WM	Labor Relations Associate
Professional	WF	Associate for Business & Finance
Professional	WF	Executive Director of Strategic Initiatives, Sponsored Res & Stud Affairs
Professional	WM	Executive Director of Digital Learning
Professional	BM	Facilities Design Planner
Professional	WM	Programmer IV
Professional	WM	COSC Director
Professional	WF	Assistant Director of Financial Aid
Professional	WF	Assistant Director of Financial Aid
Professional	WF	Associate Director CSCU Student Success
Professional	WM	Director of Communications
Professional	HF	Director of Governor Relations
Professional	BM	Project Director, National Advisor Manufacturing
Professional	WF	Associate for Finance & Accounting
Professional	WM	Program Manager for Library Consortium
Professional	WF	Assistant Counsel
Professional	WF	Assistant Counsel
Professional	WF	Controller
Technical/Para	OM	Finance Admin Trainee
Technical/Para	WM	IT Admin Trainee
Technical/Para	WM	Assistant for Budget & Finance
Technical/Para	WF	Finance Admin Trainee
Technical/Para	WF	IT Admin Trainee

### **PROMOTIONS**

<b><u>EEO Category</u></b>	<b><u>Race/Sex</u></b>	<b><u>Title</u></b>
Professional	WM	Assistant for Budget & Fin to Finance Services Specialist
Professional	WF	Finance Admin Trainee to Assistant Dir of Fin & Accounting

### **GOALS ACHIEVEMENT SUMMARY:**

**Summary of Goals Achieved: 10** Goals were achieved (**1 WM, 7 WF, 1 BM, 1 HF**) out of **35** hires – **28.6%** goal achievement. Or 10 out of 18 goals established – **55.6%** goal achievement.